

## **Engr. Haris Shaikh**

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### **Objective:**

To work in a well reputed organization that provides progressive and dynamic challenges so that my involvement could contribute positively towards the growth and success of the organization and provide me an insight into the practical application of my knowledge, skills and Experience.

### **Professional Certification & Academic Education**

<u>Sr</u>	<u>Certification/ Degree</u>	<u>Institution/University</u>	<u>Specialization/Major</u>	<u>Passing Year</u>
1	B.E	Mehran University Of Engineering & Technology (M.U.E.T), Jamshoro	Civil Engineering (1 <sup>st</sup> Division)	2012
2	Intermediate/ H.S.C (XI-XII)	Board Of Intermediate And Secondary Education Hyderabad, Sindh	Pre-Engineering (Grade-B)	2007
3	Matriculation/ S.S.C (IX-X)	Board Of Intermediate And Secondary Education Hyderabad, Sindh	Computer Science (Grade-A)	2005

### **Work Experience**

**1. Two Years and Ten Months** Working Experience in **COLGATE-PALMOLIVE (PAKISTAN) LTD.** as a **Civil Site Engineer** at **Kotri Plant** (From 28/11/2019 up to Present)

#### **DUTIES AND RESPONSIBILITIES:**

- Project works Execution, Supervision and Monitoring, Manpower Management, B.O.Q Preparation, Scheduling & Billing of Project.
- Monthly Progress Reports and Preparation of Method Statement Job Hazard Analysis (MSJHA) under HSSE Standard Operating Procedures to ensure smooth Flow of work.
- To read and understand the Drawings of Architecture, Structure, Electrical, Plumbing (Water supply, Drainage and Sanitary Drawings) and make ensure that all the Construction work / Activities are executed & implemented as per Design and Drawing.
- Ensure Water availability on Site for Construction work.
- To arrange Timely Construction Material Supply on Site and Ensure that all Construction Materials available in Store / Warehouse of Site.
- Making all the Points and Suggestions regarding Construction work for Minutes of Meetings.
- To check the Quality, Specifications of Construction Materials and Standards of Construction work.
- Planning and Scheduling of overall Construction Activities for completion of Project work.
- Co-ordinate to Project Consultant and Contractor regarding Progress of Construction work.
- Providing Daily and Weekly Progress Reports of Construction Project Activities to Project Director.
- To Calculate the Quantities of Construction Materials from Drawings e.g: Cement, Steel, Aggregates, and Finishing Materials.
- Making all the requirements of Construction Materials and submit into Procurement / Commercial Department.
- To check and verify the Measurement Sheets and Bills of Project Construction work.
- To ensure Timely completion of Project Activities.
- To ensure Cost Control in Project construction work without compromise on Quality.
- To check the alignment of Structure Members and Project Construction work with Plumb Bob and Straight Line Cord.
- To manage Construction Materials Vehicles movement on Site.
- To protect Cement and Steel from Rain and Moisture.
- To Properly document every Construction Activity in Project.
- To arrange visit of Consultants for Inspection of Project Structure work and Finishing works.
- To check overall Steel Reinforcement for Structure work of Construction Project.

- To check the Levels and Alignment with Level machine and Theodolite.
- To make the Presentation of Project.
- To make the Volumetric Estimates for Project Construction work.
- Ensure proper Curing (watering) of Cemented work.
- To prevent unsafe Labour practices on Construction Site.
- To ensure safely removal of Utilities e.g: Electrical wires, Water Supply lines, and Steam lines from Construction Zone.
- To check and verify the Plumbing work (Drainage & Water supply work etc.) with respect to Design and Drawing.
- To check and verify the Electrical wiring & Electrification work with respect to Design and Drawing.

**2. Two Years and Six Months Worked Experience in FOUNDATION PUBLIC SCHOOL as a Civil Site Engineer at Head Office (Shahrah-e-Faisal, Karachi) (From 8/5/2017 up to 20/11/2019)**

**DUTIES AND RESPONSIBILITIES:**

- Planning and Scheduling of Project Activities, Projects works Execution, Supervision and Monitoring Activities of Overall Workforce.
- Billing of all the Project Activities and Material utilized for B.O.Q Preparation.
- Manpower Management, Assigning Tasks to Teams in order to complete an Activity on Time.
- Planning and Scheduling of the Monthly Construction Activities.
- Making Monthly Construction Materials demand against Monthly Construction Schedule / Activities.
- Daily Inspection of Construction work and Construction Activities on Site.
- To arrange Site Visits of Consultant Engineers for Inspection of Construction work and discuss issues regarding Quality & Progress of Construction work.
- To read and understand the Drawings of Architecture, Structure, Electrical, Plumbing (Water supply, Drainage & Sanitary Drawings) and make ensure that all the Construction work / Activities are executed & implemented as per Design and Drawing.
- To check and verify the Plumbing work (Drainage & Water supply work etc.) with respect to Design and Drawing.
- To check and verify the Electrical wiring and Electrification work with respect to Design & Drawing.
- Ensure Water availability on Site for Construction work.
- Ensure that all Construction Materials available in Store / Warehouse of Site.
- Making all the Points and Suggestions regarding Construction work for Minutes of Meetings.
- To check the Quality, Specifications and Standards of Construction Materials.
- Planning and Scheduling of Daily Maintenance Activities & Construction work.
- Co-ordinate to Main Contractors, Sub-contractors & Local vendors regarding progress of Construction work.
- Provided Daily Progress and Status Report of Construction Activities to Construction Manager.
- To Calculate the Quantities of Construction Materials from Drawings e.g: Cement, Steel, Aggregates, & Finishing Materials.
- Making urgent demands of Construction Materials and submit Demands into Procurement Department.
- Managing the Structure works of Buildings and ensure that Steel, Cement, Coarse & Fine aggregates are available on site.
- Managing the Finishing works of Buildings and ensure that Plumbing Materials (PPRC & UPVC), Electrical Materials (Electrical Conduits, Wires & Boards etc.), Tiles, Masonry Bocks, Door Frames, Doors, Construction Materials and Sanitary Items etc. are available on Site.
- To Verify and approved the Labor Payment (Daily wages of Labor) and submit it into Accounts office.
- To Visit and Survey the Markets of Construction Materials with Procurement Officer for checking Technical Specifications, Quality, and Standards of Construction Material.
- Arrange Meetings to Material Suppliers with Construction Manager and Project In charge.
- To Provide Technical and Field work / Activities Reports to Construction Manager and Project In charge.
- To check and verify the Bills of Contractors, Sub-contractors and Local vendors.
- To arrange the Meetings to Contractors and Consultants regarding Quality & Progress of Construction work.

**3. Four Years and Two Months Worked Experience in PHILIP MORRIS (PAKISTAN) as a Project Engineer (Civil) at Philip Morris Manufacturing Plant (Kotri) (From 4/3/2013 up to 28/4/2017)**

**DUTIES AND RESPONSIBILITIES:**

- Managing and Supervising the Labor according to Construction/Civil works.
- Managing the Construction Material on Construction Site.
- Making the Bills of Construction Works and Bill of Quantities (B.O.Q) with respect of Measurements.
- Ensuring all Estimating Construction Activities are delivered within agreed Timelines and Budgets.
- Developing and Reviewing Cost Corrective Actions & Recovery Plans.
- Preparing Status Reports, Presentations As and When Requires.

- Checking the Form work and Steel placement as per approved Drawings.
- Checking the Layout of Proposed Building on Site.
- Preparing Bar Bending Schedule, Quantities and Cost Estimation as per Drawings.
- Checking the Quality of Construction Material.
- Supervise the Finishing and Interior Designing works according to the Quality Construction Standards.
- Supervise the Color works, Electrification works, Marble & Tile works, Door & Windows works, Sanitary & Fitting works, Drainage & Water Supply works, Steel & Iron works, False Ceiling & Decorative works of Building.
- Conduct Daily Safety Inspection of the Site to identify the Hazards, Safe conditions and Acts.
- Monitor and enforce the proper use of PPE's by all staff on Site and Report any deficiencies to the Safety Manager.
- Familiar with EHS (Environmental, Health & Safety Standards), & OSHAS Standards in Construction Industry.
- Purchasing of Civil, Mechanical and Electrical Materials for Construction works at Site.
- Comparing Quotations and Rates of Materials with respect of Cost, Quality, Specification & also conducting Market Surveys for better effective Costs and Quality of Materials.
- Managing and Supervising the Construction activities in Roads works, Pavement works, Drainage works, Building works, Infrastructure works, Sewer Lines works and Utility Culverts Construction works according to Drawings and Specifications.
- Experienced in High Rise Building Construction works and Activities.
- Familiar with Rigid and Flexible Pavement works, C.C & RCC Floor works, Industrial Plant Construction Works.
- Familiar with Real Estate and Property Business and Construction Projects Marketing.

**5. Four Weeks (4)** Internship at Sindh Building Control Authority (S.B.C.A), Regional Office Hyderabad as a **"INTERNEE Engr."**

#### Worked on Construction Projects

1. FOUNDATION PUBLIC SCHOOL BUILDING, (Shahra-e-Faisal Branch)
2. FOUNDATION PUBLIC SCHOOL BUILDING, (D.H.A Campus)
3. FOUNDATION PUBLIC SCHOOL BUILDING, (Darakshan Campus)
4. SIDRA TWIN TOWER (Multi storeyed Commercial & Residential Buildings).
5. FATIMA GOLF RESIDENCY (Multi storeyed Commercial & Residential Buildings).
6. LANIA ARCADIA (Multi storeyed Residential Buildings).
7. PHILLIP MORRIS CONSTRUCTION PROJECT (Infrastructure & Building Works, Kotri).
8. NELSON STUDIO BUILDING (D.H.A Karachi).
9. OXFORD VILLAS. (Double & Single Story Villas).
10. ALYAAN RESIDENCIA (Multi storeyed Residential Building).
11. AZAAN PRIDE (Multi storeyed Residential Building).

#### Final Year Civil Engineering Projects

- **Mini Project in Cost/Rate Analysis** in the subject of **Quantity Surveying**.
- **Final Year Project** in Analysis and Design of Industrial Composite Structure By Using Etabs.

#### Computer Skills

<u>Sr.</u>	<u>Skills &amp; Abilities</u>	<u>Proficiency Level</u>	<u>Last Used/ Practiced</u>
1	AutoCAD 2D & 3D	Excellent	Currently using
2	Microsoft office	Excellent	Currently using
3	MS PROJECT 2007 (Project Planner)	Good	Currently using
4	ETAB	Fair	Currently using
5	Primavera P6 (Project Planner)	Good	Currently using
6	Typing speed	Excellent	Currently using



I am registered In **PAKISTAN ENGINEERING COUNCIL (PEC)** as a **REGISTERED ENGINEER**.

#### **Familiar with Construction Building Codes**

- 1. ACI CODE of Construction (American Concrete Institute)**
- 2. B.S CODE of Construction (British Standards of Construction)**
- 3. UBC CODE of Construction (Universal Building Code of Construction)**
- 4. AASHTO Standards of Construction**

#### **Job/Work Related Skills**

- Ability to make the Plans, Layouts, Sections, Maps, Elevations of Multi Storey Buildings and Bungalows.
- Ability to make the Submission Drawings of Houses.
- Ability to make the Bills of Construction works and Bill of Quantities (B.O.Q) with respect of Measurements.
- Ability to Manage and Supervise the Labour according to Construction Work.
- Ability to Manage the Construction Material on Site.
- Ability to prepare Cost and Expenditure Statements and other necessary Documentation at regular intervals for the duration of Project and ensuring all Estimating Activities are delivered within agreed Timelines and Budgets.
- Capable to Control and Monitor the Project total Expenditure including Verifying and Checking of Invoices and Claims from Suppliers, Vendors, Contractors and Sub-contractors to ensure that all Project Expenditures are Captured and recorded appropriately.
- Capable to Develop/Review Cost Corrective Actions and Recovery Plans.
- Capable to prepare Status Reports, Presentations as and when required.
- Well known about Purchasing of Construction Material e.g: Cement, Crush, Sand, Steel and Color.
- Good knowledge about Structure work and Finishing work of Multi Storey Buildings.
- Good Skills of understanding Architectural, Structural & Submission Drawings.
- Familiar with the Color Consultancy Work.
- Familiar with Sindh Building Control Authority (S.B.C.A) Rules and Regulations.
- Ability to Supervise the Finishing and Interior Designing works according to Quality Construction Standards.
- Familiar with EHS (Environmental, Health & Safety Standards), & OSHAS Standards in Construction Industry.
- To Supervise the Colour works, Electrification works, Marble & Tile works, Door & Windows works, Sanitary & Fitting works, Drainage & Water Supply works, Steel & Iron works, False Ceiling & Decorative works of Building.

#### **Field Competencies**

• <b>Site Supervision</b>	• <b>Quantity Surveying &amp; Estimation</b>	• <b>Construction Project Management</b>
• <b>Construction Activities Planning</b>	• <b>M.E.P Works</b>	• <b>Structural Works</b>
• <b>Civil Engineering Materials</b>	• <b>Civil Engineering Drawing</b>	• <b>Surveying</b>
• <b>Architecture &amp; Town Planning</b>	• <b>Building Construction</b>	• <b>Steel Structures</b>
• <b>Structure Design &amp; Drawing</b>	• <b>Foundation Engineering</b>	• <b>(Q.A / Q.C Engr. Civil)</b>
• <b>Finishing Works &amp; Interior Designing</b>	• <b>Construction Risk Management</b>	• <b>Plain &amp; Reinforced Concrete</b>
• <b>Co-ordination &amp; Correspondence Engr.</b>	• <b>Enviromental Health &amp; Safety Engr.</b>	• <b>Land and Property Valuation, Real Estate Management</b>

## Languages

1. English

2. Urdu

3. Sindhi

## Personal Details

- ❖ **Father Name:** Shaikh Abdul Jabbar
- ❖ **CNIC No:** 41304-0753482-5
- ❖ **Nationality:** Pakistani
- ❖ **Marital Status:** Married
- ❖ **Interests:** Reading Books, Construction Business